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NASA Procedural Requirements

COMPLIANCE IS MANDATORY

NPR 3451.1B

Effective Date: June
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Request Notification of Change

(NASA Only)

Subject: NASA Awards and Recognition Program

Responsible Office: Office of Human Capital Management

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Preface

P.1 Purpose

a. NASA is committed and strives to improve the effectiveness and efficiency of Government operations by recognizing and rewarding its employees for results-based performance and others who, through contracts and partnerships, support NASA's mission, while utilizing the full authorities available under the Government Employee's Incentive Awards Act. This NASA Procedural Requirements (NPR) establishes the responsibilities, procedures, and guidelines for the enactment and administration of the Agency's awards program, based on individual and group performance results, that directly support, enhance, and achieve the Agency's mission and strategic goals. It also emphasizes focus on recognizing cross-functional activities and teamwork across the Agency. In addition to recognizing its employees with the vast array of Agency and Center-level awards, NASA nominates its employees for many external awards sponsored by other Government agencies and private sector organizations.

b. This NPR provides the Agency's award program direction which should be followed in conjunction with the referenced statutory and regulatory requirements under P.3 Authority. Center Human Resources Offices should be consulted for further information and guidance.

c. Current Awards Vision states that all NASA Awards are given:

for the RIGHT CONTRIBUTION...advances the Agency's agenda to align values and performance expectations, provides organizational learning, and strengthens the relationship between employees and management.

to the RIGHT PERSON... when fully deserved, to those employees who meet clearly understood criteria and with full explanation of the accomplishment being recognized.

at the RIGHT TIME/EVENT... in an appropriate manner, without undue delay, and of sufficient value to be meaningful.

P.2 Applicability

- a. This NPR is applicable to NASA Headquarters and NASA Centers, including Component Facilities and Technical and Service Support Centers. Unless otherwise indicated, use of the word Center(s) in the text of this NPR includes NASA Headquarters and the NASA Shared Services Center. Any reference to Center Director(s) includes the Executive Director, Office of Headquarters Operations and the Executive Director, NASA Shared Services Center. This language applies to the Jet Propulsion Laboratory and other contractors only to the extent specified or referenced in the appropriate contract.
- b. The Office of the Inspector General has statutory independence and may create a separate award and recognition system that more effectively meets its mission requirements.

P.3 Authority

- a. 5 U.S.C. Chapter. 43, Performance Appraisal.
- b. 5 U.S.C. Chapter. 45, Incentive Awards.
- c. 5 U.S.C. § 5336, Additional Step Increases.
- d. 5 U.S.C. § 5384, Performance Awards in the Senior Executive Service.
- e. 42 U.S.C. § 2457, The National Aeronautics and Space Act of 1958, as amended.
- f. 42 U.S.C. § 2458, The National Aeronautics and Space Act of 1958, as amended.
- g. 5 U.S.C. § 9813, The NASA Flexibility Act of 2004.
- h. Executive Order No. 11438 (1968), Prescribing Procedures Governing Interdepartmental Cash Awards to the Members of the Armed Forces.
- i. 5 C.F.R. Part 430, Performance Management.
- j. 5 C.F.R. Part 451, Awards.
- k. 5 C.F.R. Part 531, Quality Step Increases.

P.4 Applicable Documents

- a. 14 C.F.R. Part 1240.1, Awards for Scientific and Technical Contributions.
- b. 65 Comp. Gen. 738 (1986), Refreshments at Awards Ceremony.
- c. NPD 1000.0, NASA Governance and Strategic Management Handbook.
- d. NPR 1441.1, NASA Records Retention Schedules.
- e. NPD 3000.1, Management of Human Resources.

- f. NPR 3430.1, NASA Employee Performance Communication System (EPCS).
- g. NPD 3713.2, Federal Equal Opportunity Programs of NASA.
- h. NPD 5101.1, Requirements for Legal Review of Procurement Matters.
- i. IRS Publication 525 (2008), Taxable and Nontaxable Income.

P.5 Measurements/Verification

Centers shall periodically evaluate their awards process and assess trends to improve NASA's awards program. The Office of Human Capital Management will cooperate with periodic data gathering and other evaluation activities.

P.6 Cancellation

NPR 3451.1, dated May 7, 1999.

/S/

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